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AGENDA

For

CAREER SERVICE COMMITTEE

The second meeting of the Career Service Committee is scheduled for 1 October 1951 at 4:00 P.M. in Room 115, North Building.

1. PROBLEM

To establish in the minds of all personnel of CIA the concept that they will have opportunity to become eligible to participate in a Career Service Program; to ensure that each Assistant Director and Office Head works toward the same goal; to state the goal.
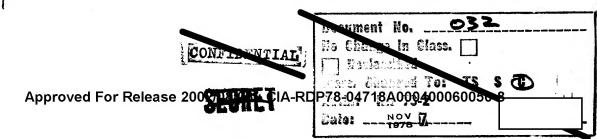
Possible Course of Action:

Prepare for signature of the DCI an unclassified Statement of Principles, not to exceed 200 words; clear this in advance with the Assistant Directors and Office Heads; reproduce and issue in such form that it can be framed and hung in offices, if individuals so desire. The Statement should be worded in such a way that any element of the Career Service Program can be related to it.

2. PROBLEM

To dissect the 7 August "Program...." and the comments received thereon into elements of manageable proportions; to determine the magnitude of each element and the priority to be accorded to it; to ensure that each element is adequately coordinated with the others.

Discussion:

Several Offices have commented that the 7 August "Program...." contains three separate proposals, namely: (a) a program for the specialized selection and recruitment, supplementary to normal recruitment, of trainees of high potential, who will be available for assignment on an Agency-wide basis; (b) a program for in-service continuous training, rotation and placement designed to enhance skills and uncover potentialities of on-duty employees; and (c) a plan for the location, selection and development of a relatively small number of employees with marked executive and administrative ability, i.e. the establishment of a small Career Corps within CIA.

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Possible Course of Action:

(a) establish two quite separate programs, to be called respectively Trainee Program, and Career Service Program; and (b) eliminate the third proposal relating to the establishment of a small Career Corps.

3. PROBLEM

To establish a Trainee Program to locate, select, recruit, train and place 300 young men and women during Fiscal Year 1952; coordinate this program with normal recruiting activities.

Possible Course of Action:

Assign development of details, procedures, and phasing to a Working Group composed of representatives of:

> Personnel Office
> Office of Training
> Inspection and Security Office
> Office of Operations (Contacts)

> (See Summary of Comments -- "Trainee Selection".)

4. PROBLEM

To establish a Career Service Program; to appraise, identify and select for participation in this Program employees having two years' service with CIA; to develop programs, curricula and schedules for selected individuals involving their rotation, training and reassignment.

Possible Course of Action:

(a) Determine the extent to which the Career Service Program will be applicable within CIA (See Summary of Comments -- "Career Service".). See also Proposed Selection Criteria for Career Service Program.

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(b) Assign details to be developed by Working Groups of which the following might be established now:

(1) Employee Rating Working Group

(See Summary of Comments -- "Employee Evaluation".)

Suggested membership:

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Personnel Office
Office of Collection and Dissemination
Office of Policy Coordination

(2) Rotation Working Group

(See Summary of Comments -- "Rotation".)

Suggested membership:

Office of Special Operations
Office of Policy Coordination
Office of Current Intelligence
Personnel Office

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(3) Career Benefits Working Group

(See Summary of Comments -- "Career Benefits".)

Suggested membership:

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Personnel Office
General Counsel
Office of Special Operations

(4) Extension Training Working Group

(See Summary of Comments -- "Extension Training".)

Suggested membership:

Office of Training
Office of Scientific Intelligence
Office of Research and Reports
Office of National Estimates
Office of Operations (Contacts)

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